

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 4 <i>Finance Policies</i>	Section 2 <i>Authorization & Processing of Certain Payments</i>

Relevant Information: Prior to disbursing UFA funds it is CFO or designee’s responsibility, as provided in state law, to “audit and approve all claims.” The CFO, or designee, ensures that any given payment request is proper in amount properly accounted for and is duly authorized. The authority to acquire goods and services on behalf of the UFA (hence obligating payment of funds, to satisfy these obligations) derives from statutes, policies, and from specific approval by the Fire Chief. The authority to obligate the UFA can also be formally delegated by the Fire Chief, as has been done with certain types of transactions in the case of the Purchasing Agent, as provided by state law.

Policy Statement: It is the policy of the Board that payments must be approved based upon the nature of the transaction. The Fire Chief has the basic authority to authorize all payments, except as provided in this policy, but may delegate that authority to the CFO, or the CFO’s designee, via administrative policy that establishes which payments may be made without prior approval of the Fire Chief and which payments require prior approval. The Chief Legal Officer will recommend the payment for the settlement of any legal claims brought against UFA for the Fire Chief’s approval.